

Volunteers are vital

Thank you for volunteering your time to make a difference in the lives of those who face food insecurity. Thousands of dedicated volunteers, like you, help distribute food quickly and efficiently to help people who are hungry. Volunteers are the backbone of the partner agencies throughout our network! We value your time and commitment.

Civil rights and discrimination

As a volunteer, you'll be working with a wide variety of people from different backgrounds. We ask that you treat each individual with the same dignity, kindness and respect that you would expect if you were in their shoes.

Hawaii Foodbank requires its programs and volunteers to follow federal and state rules regarding discrimination.

What is discrimination?

Discrimination includes:

Differential Treatment: Treating clients differently because of their race, gender, religion, sexual orientation, etc. For example, refusing service to someone because of their race or having different eligibility rules depending on a client's religion.

Discriminatory Impact: Treating people in a way that is not intended to be discriminatory, but has that effect. For example, enforcing a rule that may be neutral on its surface, like requiring a certain kind of documentation, but has a larger impact on people of a certain race, gender, sexual orientation, national origin, etc.

Protected classes

- Race
- Color
- National Origin
- Religion
- Sex (including gender identity & sexual orientation)
- Disability
- Age
- Marital status
- Family/parental status
- Income source (public assistance program)
- Political beliefs
- Reprisal or retaliation for prior civil rights activity

Best Practices

Be aware of your beliefs and the effect they might have on the service you provide. Do your best to provide equal and consistent treatment to everyone.

In general, try to meet people's special needs, whether physical, dietary (diabetes, allergies, etc.) or religious (kosher, halal, etc.).

Be prepared to provide program information for people with disabilities or for people who don't speak English (for example, you may need to read materials out loud, use visual cues like flashcards or locate translated materials).

Reach out to your community. Don't limit your food program to members of a certain church congregation or other group.



Civil Rights Training Brochure



This brochure summarizes important policies for a safe and equitable environment that all volunteers need to follow. If you have questions about the policies below, please ask your supervisor or agency coordinator for more information.

This institution is an equal opportunity provider.

Revised 8.23.24

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OUR 'OHANA
HAWAIIFOODBANK.ORG



The Basics

As a volunteer you are required to:

1. Complete the mandatory Civil Rights Training annually.
2. Receive brief food safety and food handling training.
3. If eligible for services, follow the same process as all other clients in acquiring food assistance.
4. Report all injuries, even minor scrapes and bumps, to your immediate supervisor and complete and sign an accident report.
5. Upon the completion of this training, sign the civil rights training log, verifying that you have received civil rights training.

Do you know what to do if:

- Someone wants to make a discrimination complaint?
- Someone want to receive food, but does not speak English?
- Someone is homeless or doesn't have a permanent address?

If you answered "no" to any of these questions. Ask your supervisor or agency coordinator for more information.

Personal safety and respect

Our goal is to maintain a safe and warm environment for volunteers, staff and clients. Intimidation, threats or violent acts will not be tolerated. Volunteers under the influence of drugs (unless prescribed by a physician) or alcohol will be sent home.

If you are concerned about someone's behavior, please let your supervisor or agency coordinator know.

At will relationship

The program can terminate a person's status as a volunteer, with or without cause, at any time. Volunteers can terminate their relationship with the program, with or without cause, at any time.

Release from liability

Volunteers release the organization and its agents, representatives, trustees, officers, employees and volunteers from any liability arising out of damage, loss or injury to the volunteer or his/her property that happens as the results of volunteer activities. The volunteer's estate will hold the food program and its agents, representatives, trustees, officers, employees and volunteers harmless from any claims or actions by relatives or by legal representatives based on death or injury from volunteer activities.

What is discrimination?

In order to protect clients from discrimination, State of Hawaii Department of Labor and Industrial Relations (DLIR); Office of Community Services (OCS), and United States Department of Agriculture (USDA); Food and Nutrition Service (FNS) have a civil rights procedure.

Preferred method:

Speak with the site coordinator or contact Hawaii Foodbank at:

Phone: 808-836-0031

Email: info@hawaiifoodbank.org

Mail: Hawaii Foodbank

Agency Relations Department
2611 Kiliha Street
Honolulu, HI 96819

Second method:

Contact OCS at 808-586-8675.

Third method:

Contact the USDA directly with the information on the green "And Justice for All" poster.

Phone: 866-632-9992

Email: program.intake@usda.gov

Mail: United States Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Ave., SW
Washington, D.C. 20250-9410

All clients have the legal right to file a discrimination complaint for any reason, at any time.

Limited English Proficiency (LEP)

Your program is required to have a LEP plan that includes strategies on how to serve those with limited English proficiency by providing translation of critical documents and interpretation through:

- Staff or volunteers
- Contracts or informal community relationships
- Language phone line

Please consult with your supervisor or Agency Coordinator to learn about the LEP plan at your site.

Other policies and procedures

Client confidentiality

As a volunteer, you'll have access to client records. To protect the privacy and dignity of the people we serve, regardless of their race; color; citizenship; religious affiliation; sex; sexual orientation including gender identity or expression, all information about clients is strictly confidential. Please do not share information you may have about a client's situation with others, including other volunteers or authorities, unless provided with a court order or a subpoena signed by a judge.